

Hire Above the Minimum 6.5(g) Checklist

Candidate Name _____

Section _____

Job Title _____

Rule 6.5(g) may not be used in the following situations:

1. In a highly competitive situation where suitable applicants are available without use of Rule 6.5(g).
2. To fill a lower level position when a higher level position is more appropriate.
3. To fill an entry level-position (unless unusual circumstances exist).
4. When formal training is readily available to present employees.
5. When present employees who possess the same skills could be promoted.
6. In a lateral move of a permanent, classified employee within a department or from one department to another department.
7. Upon promotion of a permanent, classified employee within the same department or from one department to another.

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
.. <u>Completed Personnel Action Request (PAR)</u>	_____	_____	_____
.. <u>Current SF3 (Position Description)</u>	_____	_____	_____
.. <u>Current SF10 (Civil Service Application)</u>	_____	_____	_____
.. <u>Extraordinary credentials correlated and highlighted between SF-3 and SF-10</u>	_____	_____	_____
.. <u>Employment verification:</u>			
<i>Release for Reference Checking</i> form signed by candidate	_____	_____	_____
Current or Previous Employers verified including:	_____	_____	_____
- Employer(s) title			
- Date and time contacted			
- Duties performed and within time period claimed			
- Verification dated and signed by section head or representative			
.. <u>Educational Credentials:</u>			
Copy of transcript or diploma	_____	_____	_____
Letter of Award or Certificate	_____	_____	_____
.. <u>Current employees in the same job title reviewed:</u>			
<u>Statement by section head includes:</u>			
- Extraordinary qualifications found, request to increase pay	_____	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
If yes, 6.5(g) documentation included.	_____	_____	_____
- Extraordinary qualifications found, no increase in pay If no, section head written explanation included.	_____	_____	_____
- No extraordinary qualifications found among other employees	_____	_____	_____
- No other employees in the same job title	_____	_____	_____